



University of Southern Indiana  
8600 University Blvd  
Evansville, IN 47712-3597

**Date:**  
1-27-14

**Proposal:**  
Teaching Theatre  
Audio Visual  
Equipment  
14-S6-92138-03140

<b>REQUEST FOR PROPOSAL</b>	<b>Proposal Due Date/Time:</b> Due 2-18-14/2PM CST	<b>Expected Delivery Date:</b>
Procurement Services Contacts: D. Weigand 464-1982 B. Weinzapfel 464-1847	Fax No. 812-461-5275 Request No. R0010537	Payment Terms N-30 Vendor I.D. No.

**THIS IS NOT AN ORDER**

**Vendor**  
Indiana Department of Administration  
Jessica Thayer  
402 W Washington Street, Room W469  
Indianapolis, IN 46204

**Return To**  
Dan Martens, Director of Procurement  
University of Southern Indiana  
Procurement Services  
8600 University Blvd.  
Evansville, IN 47712

<p><b>GENERAL INSTRUCTIONS TO PROPOSERS</b> USI proposal form must be returned to: <b>PROCUREMENT SERVICES, DAN MARTENS</b> <a href="mailto:dmartens@usi.edu">dmartens@usi.edu</a>, Fax: 812-461-5275 Late submissions will NOT be considered in proposal analysis. Non-sealed proposal form may be faxed or emailed and original sent by mail.</p>
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...Give the name, email, phone & fax number  
of the person to contact regarding questions  
about this quote request

Name ( )  
Email ( )  
Phone ( ) Fax ( )

...Please direct any questions concerning this proposal to:

**Delia Nevola, Project Architect,**  
**Holzman, Moss, Bottino Architects**  
**214 W 29<sup>th</sup> Street, 17<sup>th</sup> Floor, New York, NY 10001**  
**Telephone no. (212)465-0808**  
**Email: [dnevola@holzmanmoss.com](mailto:dnevola@holzmanmoss.com)**

...Proposal form must be returned to **Dan Martens- PROCUREMENT SERVICES**.  
Late submissions will NOT be considered in bid analysis.

...Insurance Certificate naming USI as "Additional Insured" is to be included in bid package.

**PROPOSAL DETAILS**

No.	Quantity	Unit	Description	Unit Price	Extension
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**Teaching Theatre Audio Visual Equipment**

1	1	LOT	Provide all materials, tools, labor and equipment necessary to satisfactorily complete the work, provide and install the equipment for the audio visual systems for the University of Southern Indiana Teaching Theatre Project.		
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If no proposal to be submitted,  
mark "NO PROPOSAL", sign and return  
to remain on future mailing list.

Signature: Deborah Weigand Date: 1-29-14  
**Official Procurement Services Officer**

A. General Terms and Conditions

1. Prices to include F.O.B. University of Southern Indiana
2. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
3. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Expected terms are Net 30, if not, please indicate here: \_\_\_\_\_

C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Is your business a certified minority?  
Yes \_\_\_\_\_ No \_\_\_\_\_

2. If yes, how certified: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized company signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

For questions arising from this proposal request, please complete:

Contact Person Name: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_

**NONDISCRIMINATION.** The seller, or its subcontractor, if any, shall not discriminate against any qualified employee or applicant for employment to be employed in the performance of this contract, with respect to hire, tenure, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment because of race, color sex, national origin or ancestry. The seller, or its subcontractor, if any, agrees to comply with all provisions contained in the Equal Opportunity Clause, quoted in Executive Orders No. 11246 and No. 11375, and contained in the Indiana Civil Rights Law quoted in JC 1971, 22-9-10, as amended and hereby incorporated in this request for proposal by reference. As used therein the work "contractor" shall be deemed to mean "seller" and the work "contract" shall refer to the request for proposal. In addition, the seller shall cause this Equal Opportunity Clause to be included in the subcontracts or purchase order hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Orders No. 11246 and No. 11375 as amended.